

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 99-069

DATE: April 27, 1999

TO: Special Education Contact Personnel

FROM: Lyle Friesen
Director of School Finance

SUBJECT: 1998-99 February 1st Final Special Education Census

Enclosed are your reports for the February 1st Special Education Census. Please ensure that the appropriate personnel receive these reports because any changes must be returned to the Department **no later than May 28, 1999** in order to be included in the final report for the fiscal year. You will notice that SPED reports 06 and 10 have been eliminated from the general mail-out.

- **SPED 06, Category/Type/Provider/Level Report.**

District of Residence: This report is an unduplicated count of the number of students by Category, Type, Provider and Level by *District of Residence*. If the student is on the master file in more than one category, only the record with the highest weighted category will be shown.

District of Attendance: This report is an unduplicated count of the number of students by Category, Type, Provider and Level by *District of Attendance*.

- **SPED 10, Students by Category/Ethnic/Sex Report.**

District of Residence: This report is an unduplicated count of the number of students by Category, Ethnic and Sex by *District of Residence*.

District of Attendance: This report is an unduplicated count of the number of students by Category, Ethnic and Sex by *District of Attendance*.

If your district needs these reports in addition to the ones enclosed, please let us know and SPED 06 and/or SPED 10 will be run especially for you.

Following is a summary of the enclosed reports:

- **District of Residence:** This report is a printout of your master file by *District of Residence*. All students who were reported as **residing** in your district, regardless of where they attend should be on

this report. If there are any corrections that need to be made to this report, submit the information electronically or on a white census form (SPED01-B).

District of Attendance: This report is a printout of your master file by *District of Attendance*. All students who were reported as **attending** your district, regardless of where they live should be on this report.

- **SPED 08, Category/Age/Sex Report.**

District of Residence: This report is an unduplicated count of the number of students by Category, Age and Sex by *District of Residence*.

District of Attendance: This report is an unduplicated count of the number of students by Category, Age and Sex by *District of Attendance*.

- **SPED 16, ADM Counts Resident State Aid only.**

District of Residence: This report shows monthly and YTD ADM by category by *District of Residence*. The report calculates the ADM for only those students with categories eligible for State-Aid. The State-Aid ADMs are then used on the SPED28 that is used for budget preparation.

(SPED 16 A & SPED 16 B has also been enclosed for those districts that have submitted data for CEC students)

- **SPED 28, Student Counts For Use In Budget Preparation.**

This report shows the ADM figures used to prepare the budget. If your master file has any corrections to be made, this report will not be accurate until these changes are made. Please notify your business manager any time you need to make corrections so they can make the necessary adjustments to the counts.

Again, corrections will be processed if they are received by the Department by May 28th. Please add students who were “overlooked”, delete students who never enrolled or withdraw students who left as of February 1st. **If you are not reporting electronically at this time, we strongly urge you to do so in the future as the error rate and turn-around time decrease dramatically when electronic methods are used. If you are unable to submit use the blank form enclosed for corrections.**

If you have any questions on **DISTRICT** submitted data, please contact Ingrid Rope (602) 542-3303. For **CHARTER SCHOOL** data, contact Tom Lowe at (602) 542-8244.

cc: County Superintendent